

**THE REGULAR MEETING OF THE
WASHINGTON COUNTY CONSERVATION BOARD (WCCB)**

June 8th, 2023

Meeting to order: Board President Craig Capps called the meeting to order at 4:30 PM at the Washington County Conservation Center at Marr Park.

Roll call:

BOARD MEMBERS PRESENT: Barb Donkersloot, Bill Nickell, Craig Capps, Kim Prier, Stan Stoops

BOARD MEMBERS ABSENT:

STAFF PRESENT: Executive Director Zach Rozmus, Jacob Adrian, Megan Jorgensen

GUESTS PRESENT:

Approval of agenda: A motion was made to approve the agenda as provided by Kim Prier and seconded by Barb Donkersloot. Carried unanimously.

Review previous meeting minutes: A motion was made by Bill Nickell to approve the May 11th, 2023 regular meeting minutes. Motion was seconded by Barb Donkersloot and carried unanimously.

DISCUSSIONS AND ACTIONS:

a. **Marr Park Shower House**

Rozmus and Board President Craig Capps provided an update to the board regarding their efforts to obtain donations towards the shower house. Rozmus said he was very proud of the effort and the response they had received from within the community. Although it has taken a considerable amount of time to set up the necessary meetings to facilitate the donations Rozmus said that the financial impact on the project would be substantial.

Rozmus concluded the conversation by stating that the bid packet for the project would be completed in the coming weeks with bids due on July 11th, 2023.

b. **Marr Park Buildings Assessment**

Rozmus informed the board that after a lengthy discussion with his staff, he intended to push bid letting/construction of a new shop storage building until the Spring of 2024. Rozmus said that the shower house project was consuming a large amount of his time and effort thus it made sense to push back the shop project.

c. **Skunk River Cleanup Project**

Rozmus proposed an idea to the board to schedule a community river cleanup on the Skunk River. The WCCB would sponsor the event and take on the cost of disposing the waste that was removed from the river. The event could tentatively be scheduled for September. Rozmus hoped it would be a yearly event that the board could sponsor.

d. **End of 2022-23 Fiscal Year**

Rozmus presented an end of the year financial report to the board as the end of the fiscal year was fast approaching. Rozmus advised that he was super happy with where things were at financially, but noted that based on the current outstanding bills it would likely require lots of number crunching the last few weeks of the June to ensure staying within the operating budget. With that said, Rozmus was pleased with another strong financial report for the department and to continue the WCCB's history of good stewardship with the budget.

Updates:

a. **State Recreational Trails Grant**

Rozmus informed the board that he was nearly done with the application for the State

Recreational Trails Grant. The grant is due on July 1st, and Rozmus hoped to have it signed and sealed in the next few weeks. Grant would provide funding for another 1.5 miles of trail enhancement for the Kewash Nature Trail.

b. **Summer Staffing**

Now that summer is well under way Rozmus provided a quick update on how summer staffing is going so far. Rozmus said he was super happy with how Sarah Zirkle was doing filling in for Randi Brase when she was on maternity leave. Rozmus expressed that Zirkle had done everything asked of her and more. Aside from completing all her duties Zirkle was also fitting in very well with the WCCB staff, which Rozmus said was a testament to who she is as person.

Regarding the summer aid position. Rozmus elected not to fill one of the vacancies due to the quality of applicants in addition to wanting to see how the summer transpired now that the department had expanded its full-time staff number. Rozmus felt that this proved to be the correct decision to not hire two seasonal staff for maintenance work. Rozmus felt a big component to that was the drought. The dry conditions have significantly cut back on the need for mowing, which in most years is substantial. Rozmus advised that he would likely seek two summer aides in 2024.

Rozmus happily announced that both Naturalist Interns have been great fits for the program. Lydia Davis and Addie Pacha have quickly proven to be asset to the environmental education program. Although it was early in the process, Megan Jorgensen and Rozmus hoped to make a pitch to both individuals regarding their potential return for following summers.

c. **Eagle Scout Firewood Project**

Rozmus provided a quick update to the board regarding troop 239's firewood sales in Marr Park.

Review of monthly reports

Maintenance Supervisor Fritz Engel's monthly report was provided and reviewed.

Ranger/Technician Cody Smith's monthly report was provided and reviewed.

Ranger/Technician Brett Johnson's monthly report was provided and reviewed.

Maintenance Technician Jacob Adrian's monthly report was provided and reviewed.

Activities Director Randi Brase's monthly report was provided and reviewed.

Naturalist Megan Jorgensen's monthly report was provided and reviewed.

Executive Director Zach Rozmus' monthly report was provided and reviewed.

Bills

During this time a summary of the bills totaling \$26,789.90 for the month of June, 2023 was presented to the board.

TO WHOM	FOR	AMOUNT
Ace-N-More	Cleaning Supplies, Paint Rollers, Program Supplies	\$726.21
Agriland	Leak Check	\$75.00
Arnold Motor	Filter, blades, tow bar	\$216.22
Binns & Stevens Explosives, Inc.	Dust Control	\$952.73
Cash N Carry Chemicals	Herbicides	\$627.00
Copy Systems	Monthly Contract	\$67.19

Custom Impressions	Door Decals, Uniforms	\$627.67
Eastern Iowa Light & Power	Electrical Service	\$2,088.43
Electrical Engineering & Equipment	50AMP Breaker	\$111.93
HI VIZ SAFETY	Signs	\$115.50
John Deere Financial	Softener, Snake Bedding, Gator Fender, Mower Blades	\$568.31
John Exline	Campground Host	\$300.00
KCTC	Monthly Internet Service	\$228.57
McCullough Creative	Center Displays	\$16,500.00
Megan Jorgensen	Reimbursement - Programs	\$48.95
One Source	Background Check for Subs	\$38.00
Southeast Iowa Union	Yearly Subscription	\$149.00
Staples, Inc.	Cleaner, Toilet Paper	\$450.99
Technology Services of Iowa	Internet Router	\$65.99
The Appliance Barn	Microwave-CEC	\$295.00
US Cellular	Monthly Cell Service	\$252.89
VISA	Program Supplies, Adobe, photoshop, LE gear	\$1,169.16
Walmart	Program Supplies, Vacuum-CEC, Cleaning Supplies	\$317.09
Washington County Engineers Office	Clemons Creek Gravel	\$206.27
Washington County YMCA	Career Fair	\$25.00
Wemiga Waste Inc.	Monthly Trash Service	\$566.80
TOTAL BILLS		\$26,789.90

***The aforementioned minutes are to be considered a synopsis of each agenda item dialogue and not an entire recollection of all the events that transpired.**

Meeting Adjourned: A motion was made by Kim Prier and seconded by Stan Stoops to adjourn the meeting at 5:34 PM. Motion was carried unanimously.

SIGNATURE

DATE